

Inauguration Day Holiday

January 20, 2005, is Inauguration Day. It is a federal holiday for most employees in the Washington, D.C., area. Below are some frequently asked questions regarding the Inauguration Day holiday.

What locations are considered to be in the “Washington, D.C. area”?

For Inauguration Day, the Washington, D.C. area is defined as:

- The District of Columbia
- Montgomery and Prince Georges Counties in Maryland
- Arlington and Fairfax Counties in Virginia
- The cities of Alexandria and Falls Church in Virginia

If you are employed in one of these areas, you are entitled to the Inauguration Day holiday.

What if January 20 is my regularly scheduled nonworkday?

If you are not scheduled to work on that day, you are not entitled to an “in lieu of” holiday.

What if I won’t be working in Washington on January 20?

Only employees scheduled to work in Washington, D.C., will receive holiday pay on January 20. If you are on official duty or travel status away from the D.C. area on that day, you will not be entitled to holiday pay—even if your permanent duty station is in the D.C. area.

I work a flexible schedule. How many hours do I receive for the holiday?

Full-time employees are entitled to 8 hours of holiday pay for each holiday when they do not work. If your flexible schedule allows you to work more than 8 hours a day (e.g., a maxiflex or credit hours schedule), you must make arrangements to work extra hours during other regularly scheduled workdays or take leave (annual leave, compensatory leave, or credit hours) to fulfill the 80-hour biweekly work requirement.

I work a compressed schedule. How many hours do I receive for the holiday?

Full-time employees under compressed schedules are entitled to holiday pay for the number of hours regularly scheduled for that day. If a holiday falls on a 9-hour day, you will receive 9 hours of holiday pay. If a holiday falls on a 10-hour day, you will receive 10 hours of holiday pay.

How does the holiday apply to part-time employees?

Part-time employees are entitled to a holiday when it falls within their official work schedule. For example, a part-time employee who is officially scheduled to work only Tuesdays and Wednesdays would receive no pay for the Thursday holiday.

Part-time employees receive their basic pay rate for the number of hours they would have worked on the holiday. For example, a part-time employee whose official schedule is 8:00 a.m. to 12:00 noon each day would receive four hours of pay for a holiday.

What if I am on unpaid leave before and after the holiday? Will I receive pay for the holiday?

Unpaid leave includes leave without pay (LWOP), absence without leave (AWOL), and suspension.

You must be in a pay status—either at work or on paid leave—immediately before or immediately after a holiday to receive the holiday pay. For instance, if you are on LWOP the afternoon of January 19 and on the morning of January 21, you are not entitled to holiday pay for January 20.

You may not be placed on paid leave on January 19 or January 21 solely for the purpose of receiving pay for the holiday. For instance, if you are on LWOP for the entire month of January, it is improper to grant you annual leave on January 19 so you can receive holiday pay for January 20.

How will my pay be calculated if I am required to work on the holiday?

For each hour of holiday work (during your normal tour of duty hours), you will receive holiday premium pay equal to your rate of basic pay. If your supervisor schedules you to work outside of your normal tour of duty hours, you will receive overtime pay for these hours.

For example, if you normally work an 8-hour schedule from 8:30 a.m. to 5:00 p.m. each day, and you work from noon until 6:00 p.m. on a holiday, your pay would be calculated as follows:

- 8 hours of basic pay for holiday leave
- 5 hours of holiday worked premium pay to cover the time between noon and 5:00 p.m.
- 1 hour of overtime pay or compensatory time worked to cover the time between 5:00 to 6:00

Can I earn compensatory time off for working on a holiday?

Compensatory time is viewed the same as overtime pay with respect to holidays. You can only earn compensatory time for the time you work outside your normal tour of duty. In the example above, you could only earn compensatory time for the last hour worked.

How should I post time for January 20 on the time and attendance records?

webTA should be posted as “holiday” for the time off on January 20. Non-overtime hours worked on the holiday should be posted as “holiday worked.”

For further information, please see the [OPM guidance](#) for the holiday. If you have any questions, please contact Diane Dawkins at (304) 480-8268.